**KNIGHTWOOD KIDS CLUB**

**RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS (**including procedure for reporting to **HSE, RIDDOR**)

Policy statement

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (**RIDDOR**) for the reporting of accidents and incidents. Child Protection matters or behavioural incidents between children are **NOT** regarded as incidents and there are separate procedures for this.

**EYFS KEY THEMES AND COMMITMENTS**

A Unique Child Positive Relationships Enabling Learning and Develop

Keeping safe Parents as partners The wider context

Health and well-being key person

**PROCEDURES**

Our Accident Book:-

* Is kept safely and accessibly
* Is accessible to all staff and volunteers, who know how to complete it
* Is reviewed at least termly to identify any potential or actual hazards

Ofsted is notified or any injury requiring treatment by hospital doctor, or the death of a child or adult.

When there is any injury requiring hospital treatment to a child, parent, volunteer, visitor or member of staff or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting Injuries, Diseases or Dangerous Occurrences.

Dealing with Incidents

We meet the legal requirements for the safety of our employees by complying with **RIDDOR** (the Reporting Injuries, Diseases or Dangerous Occurrences Regulations).

We report to the Health and Safety Executive:

* Any accident to a member of staff requiring treatment by a hospital
* Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
* Any dangerous occurrence is recorded in our incident book.

**KNIGHTWOOD KIDS CLUB**

Our incident book:

* We have ready access to telephone numbers for emergency services, including local police. The hall is hired from Knightwood Primary School, who will have contact numbers for gas and electricity emergency services, carpenter and plumber and if office is closed the caretaker is on site who will have these numbers.
* We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
* These incidents include:-

Break in, burglary, theft or personal or the setting’s property.

An intruder gaining unauthorised access to the premises.

Fire, flood, gas leak or electrical failure.

Attack on member of staff or parent on the premises or nearby.

Any racist incident involving staff or family on the club’s premises.

Death of a child

A terrorist attack, or the threat of one.

* In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police and if so a crime number. Any follow up or insurance claim made, should also be recorded.
* In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children’s families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
* In the unlikely event of a child dying on the premises the emergency services are called and the advice of these services are followed.
* The incident book is not for recording issues of concern involving a child.

**Legal Framework**

* Reporting of Injuries, Diseases and Dangerous Occurrences (**RIDDOR 1995**)

**Further guidance**

* **RIDDOR** Guidance and Reporting Form
* **www.hse.gov.uk/riddor/index.htm**

**3**

**RIDDOR**

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